

- ⇒A decent, clean and orderly classroom is conducive to learning;
- ⇒Chalkboard and pieces of chalk are for instructional purposes only;
- ⇒Feet should be kept off furniture and walls ; and
- ⇒Pieces of equipment should be handled with responsible care and stored properly after use
- Every MPSPC student shall refrain from boisterous conduct; unbecoming behavior and actions that tend to disrupt and disturb the teaching-learning process. He/she should pass through corridors with minimum noise so as not to distract on-going classes;
- Every MPSPC student shall refrain from smoking in classrooms, libraries, laboratories, shops and other places in the campus except in the smoking areas provided, if any;
- Students are encouraged to use school facilities for their meetings, seminars, conferences, cultural presentations, athletic activities, and the like, but with prior permits from the authorities concerned;
- Any student who wishes to participate in any activity outside the campus as a representative of the college shall first get a written clearance from the Director for Student Services and Development or from authorized representative. Without written authority, the student's participation shall be unofficial;
- Students who invite guests from outside (e.g. guest lectures, speakers, seminar participants, viewers of exhibits) are required to obtain prior approval from the Director for Student Services and Development and to submit to him/her a Visitor's List, including the names of campus visitors, purpose of their visit, and their expected time of arrival. This will be forwarded to the security-on-detail for proper information;
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2. Norms of Conduct

2.1. Dress Code for students.

All students must subscribe to the prescribed dress code of the College especially during non-uniform days (wash days).

2.2. Wearing of Prescribed Uniform

Every student shall wear the prescribed uniform on the days specified by the department; student is likewise required to wear the shop/laboratory uniforms during shop/laboratory periods, the prescribed P.E. uniform during P.E. classes and the NSTP uniform during NSTP classes.

2.3. I.D. Requirements

Every student shall wear the official identification card (I.D.) at all times inside the College.

2.4. Hair Cut for Male Students

Male students shall sport a clean and decent haircut regardless of whether the student is enrolled in the ROTC or not.

2.5. Attendance to College Activities

A student is likewise encouraged to attend and participate in college activities such as General orientation Convocation, College intramural, College Foundation / Charter day programs, Recognition programs and the like. A Graduating student, on the other hand is required to attend the Commencement Exercises including the Baccalaureate Mass and other activities.

3. Disciplinary Standards

3.1. Categorization of Behavior Based on Gravity of Offenses Committed

	they have proper clearance or order from the concern college officials.	c. Monitor and document personnel and students entering the college premises.
2. Posting of tarpaulins or printed materials within the college grounds and premises.	Posting of tarpaulins or printed materials without the approval of the Student Services Development Office or college officials within the college grounds and premises.	a. Prohibit posting of tarpaulins and posters in the college premises without the approval from the Office of Student Services Development Office or college officials. b. Assist in the posting of tarpaulins and printed materials at the designated or authorized posting areas in the campus.
3. Practices at the College grounds and premises.	No practices of any presentations at the college grounds and premises that will disturb or affect classes and lectures	a. Prohibit any group/students practicing any activity presentations within the college grounds and premises, classrooms that may disturb classes. b. Monitor permitted practices so that they will not cause disturbance to classes near their practice area.
4. Bringing in of domestic animals/pets inside the MPSPC premises.	No bringing of any type of domesticated animals/pets inside the MPSPC premises	a. Prohibit any person from bringing any type of domesticated animals/pets inside the MPSPC premises, classrooms, seminar rooms and lecture venues.
5. Chewing and spitting of betel nut or "MOMA" inside the college premises and grounds.	No chewing and spitting of betel nut or "MOMA"	a. Prohibit any person from bringing chewing or spitting betel nut within the MPSPC campus. b. Implement proper sanction /confiscate "MOMA". c. Implement proper cleanliness and sanitation practices around the MPSPC facilities and premises.
6. Bringing in and out of equipment/materials in and from the college premises.	No bringing of any equipment/materials inside and outside the college premises.	a. Prohibit any person from bringing in and out materials/equipment inside and outside of the college premises without the proper approval/clearance from his immediate Dean, Director or Head of office. b. Prohibit the transport of any item without proper clearance from concerned college officials. c. Impound at the Security Office all items not covered by proper clearance from respective offices pending verification.
7. Disposal of used papers and manuals.	Disposal of used papers is not allowed. (<i>Use of Scrap Papers for Internal Communications</i>)	a. Prohibit the selling and/or disposal of used papers that can be recycled; these papers will be given to the Risograph Center for proper disposal. b. It is necessary to check clearance from the respective Deans, Directors or the Head of Office before the disposal of the test paper, laboratory manuals and other office papers. c. Check clearance/approval by the above-mentioned personalities before the item will be permitted for such disposal. d. Conduct verification with the immediate office-in-charge regarding the disposal of the item/s.
8. Smoking inside the college premises and grounds	Smoking is strictly prohibited inside the college premises. Smoke at the Designated Smoking Area	a. Prohibit smoking inside the college premises and grounds. b. Direct student smokers/employees, faculty or visitors to smoke in the designated smoking areas/outside the college premises. c. Prohibit outsiders to smoke at the designated smoking area.

3. He shall check for unusual conditions, including accumulation of trash or reuse, blocking of fire exits, and lack of access to fire-fighting equipment. Any conditions, if not immediately correctable, must be reported immediately.
4. He shall check for unusual sounds and investigate their source. Such sounds might indicate an attempted entry, movement of unauthorized personnel, malfunctioning of machinery or any other potentially disruptive problem.
5. He shall check any unusual odors and report them immediately if the source is not readily discovered. Such odors frequently indicate leakage or fire.
6. He shall check for damage to doors, tracks, or weight guards. In cases where doors have been held open by wedges, tiebacks, or other devices, these should be removed and their presence should be reported at the end of the tour.
7. He shall check for running water in all areas, including washrooms.
8. He shall check that all fire-fighting equipment is in their proper places and that access to them is no way obstructed.
9. He shall check whether all processes in the area of the patrol are operating as prescribed.
10. He shall check the storage of all highly flammable substances, such as gasoline kerosene, and volatile cleaning fluids, to ensure that they are properly covered and secured against ignition.
11. He shall check for cigar or cigarette butts and shall report the presence of such in non-smoking areas.
12. He shall report the discovery of damage or any hazardous conditions no matter whether they can be corrected or not.
13. He shall exercise responsible control over the watchman, fire-alarm keys and keys to those spaces as may be issued.
14. He shall report all conditions resulting from violations of security or safety policies. Repeated violation of such policies will require investigation and correction.



